

# Federal Building Metering Implementation Plan Template

Prepared for the U.S. Department of Energy  
Federal Energy Management Program

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## Contacts

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## Authority

Not later than 12 months from the release of the updated Federal Building Metering Guidance document<sup>1</sup>, each agency shall review, revise, and submit to the DOE Federal Energy Management Program its metering implementation plan, as required by 42 U.S.C. § 8253(e)(3). Each agency plan shall include a metering implementation plan for each individual sub-agency (bureau, component, service, etc.) within its jurisdiction. The updated agency plan shall consider resources required and prioritize metering implementation efforts for “appropriate” Federal buildings over the next five years. It is recognized that resource limitations may inhibit the installation of advanced meters at every “appropriate” Federal building within the five-year planning cycle. Consequently, agencies should provide a path forward for those remaining buildings following the initial five years.

For each agency and sub-agency, the metering implementation plans shall include the following items:

- Prioritization & Locations
- Milestones & Timeline
- Funding & Personnel
- Available Energy Tracking Systems
- Personnel
- Energy Star Portfolio Manager
- Green Button Data
- Energy Data Incorporated into Tracking System
- IT & Cyber Security Barriers
- Implementation Barriers
- Concurrence Signatures

**Appropriate:** The installation of standard meters or advanced meters is “appropriate” in all Federal buildings that are not excluded from metering within the 2014 Federal Building Metering Guidance.

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<sup>1</sup> U.S. DOE. 2014. Federal Building Metering Guidance. Federal Energy Management Program, U.S. Department of Energy, Washington, D.C. Available at: [http://energy.gov/sites/prod/files/2014/11/f19/metering\\_guidance.pdf](http://energy.gov/sites/prod/files/2014/11/f19/metering_guidance.pdf)

Parent agencies should submit their updated metering for their agency and associated sub-agencies to:

Saralyn Bunch  
Project Manager  
Federal Energy Management Program  
Energy Efficiency and Renewable Energy  
Department of Energy  
[Saralyn.Bunch@ee.doe.gov](mailto:Saralyn.Bunch@ee.doe.gov)

## Five-Year Metering Plan Template

*The following is an example layout template for each agency's five-year metering plan.*

### Prioritization & Locations

Prioritization and locations for installing appropriate and cost-effective meters

*Example Table:*

| <b>ID</b>     | <b>Function</b>            | <b>Location</b><br>(City, State) | <b>Size</b><br>(Square Footage) | <b>Meter Type</b><br>(Electric, Natural Gas, Steam, Water, Other) | <b>Meter Prioritization</b> |
|---------------|----------------------------|----------------------------------|---------------------------------|---|-----------------------------|
| <b>206897</b> | <b>Steam Plant</b>         | Dayton, OH                       | N/A                             | Steam   | <b>1</b>                    |
| <b>156985</b> | <b>Chilled Water Plant</b> | Offutt, NE                       | N/A                             | Electric  | <b>2</b>                    |
| <b>139814</b> | <b>Data Center</b>         | Grand Junction, CO               | 175,650                         | Electric  | <b>3</b>                    |
| <b>207847</b> | <b>Office</b>              | Fernald, OH                      | 150,750                         | Electric  | <b>4</b>                    |
| <b>207848</b> | <b>Laboratory</b>          | N. Chelmsford, MA                | 250,455                         | Natural Gas   | <b>5</b>                    |
| <b>202447</b> | <b>Hospital</b>            | Chicago, IL                      | 75,890                          | Electric  | <b>6</b>                    |
| <b>210259</b> | <b>Laboratory</b>          | Berkeley, CA                     | 25,750                          | Electric  | <b>7</b>                    |
| <b>209677</b> | <b>Office</b>              | Richland, WA                     | 55,250                          | Electric  | <b>8</b>                    |
| <b>207160</b> | <b>Service</b>             | Berkeley, CA                     | 7,500                           | Water   | <b>9</b>                    |
| <b>107369</b> | <b>Food Service</b>        | San Antonio, TX                  | 1,585                           | Natural Gas   | <b>10</b>                   |
| <b>117220</b> | <b>Office</b>              | Grand Junction, CO               | 15,000                          | Electric  | <b>11</b>                   |
| <b>207161</b> | <b>School</b>              | Fernald, OH                      | 20,150                          | Electric  | <b>12</b>                   |
|               |                            |                                  |                                 |   |                             |

## Milestones & Timelines

Anticipated milestones and timeline for next five years

*Example Table:*

|               | Milestone    | Completion Date | Description |
|---------------|--------------|-----------------|-------------|
| <b>Year 1</b> |              |                 |             |
| Quarter 1     | Milestone 1A | MM / DD / YYYY  |             |
| Quarter 2     | Milestone 1B |                 |             |
| Quarter 3     | Milestone 1C |                 |             |
| Quarter 4     | Milestone 1D |                 |             |
| <b>Year 2</b> |              |                 |             |
| Quarter 1     | Milestone 2A | MM / DD / YYYY  |             |
| Quarter 2     | Milestone 2B |                 |             |
| Quarter 3     | Milestone 2C |                 |             |
| Quarter 4     | Milestone 2D |                 |             |
| <b>Year 3</b> |              |                 |             |
| Quarter 1     | Milestone 3A | MM / DD / YYYY  |             |
| Quarter 2     | Milestone 3B |                 |             |
| Quarter 3     | Milestone 3C |                 |             |
| Quarter 4     | Milestone 3D |                 |             |
| <b>Year 4</b> |              |                 |             |
| Quarter 1     | Milestone 4A | MM / DD / YYYY  |             |
| Quarter 2     | Milestone 4B |                 |             |
| Quarter 3     | Milestone 4C |                 |             |
| Quarter 4     | Milestone 4D |                 |             |

|               | Milestone    | Completion Date | Description |
|---------------|--------------|-----------------|-------------|
| <b>Year 5</b> |              |                 |             |
| Quarter 1     | Milestone 5A | MM / DD / YYYY  |             |
| Quarter 2     | Milestone 5B |                 |             |
| Quarter 3     | Milestone 5C |                 |             |
| Quarter 4     | Milestone 5D |                 |             |
|               |              |                 |             |

## **Funding & Personnel**

Estimated amount of funding and personnel required to implement the plan

## **Available Energy Tracking Systems**

Description of Federal energy tracking systems that are made available to Federal facility managers

### ***Available Energy Tracking Systems 1***

Description 1:

### ***Available Energy Tracking Systems 2***

Description 2:

## **Personnel**

Identification of titles of personnel who will analyze the meter data

### ***Name***

Title:

Responsibility:

### ***Name***

Title:

Responsibility:

## ***Energy Star Portfolio Manager***

Description of how covered facility meter data will be entered into Energy Star Portfolio Manager

## **Green Button Data**

Utilization of Green Button data where appropriate to do so

## **Energy Data Incorporated into Tracking System**

Description of how any standard meter data will be incorporated into energy tracking systems and, where applicable, benchmarking systems - on a monthly basis

### **IT and Cyber Security Barriers**

Description of any IT and cyber security barriers and how they are being addressed

### **Implementation Barriers**

Description of other implementation barriers and how they are being addressed

### **Concurrence Signatures**

Concurrence signatures from each sub-agency National Energy Manager (for Sub-Agency Plans) and the Agency National Energy Manager

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**Name 1**, Title 1, Sub-Agency

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**Name 2**, Title 2, Sub-Agency

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**Name 3**, Title 3, Sub-Agency

U.S. DEPARTMENT OF  
**ENERGY**

Energy Efficiency &  
Renewable Energy

For more information, visit:

[femp.energy.gov](http://femp.energy.gov)

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